# Privacy Notice

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| **GDPR Requirements** | **High Pavement Society Policy** |
| *Purpose of the processing and the lawful basis for the processing* | Your information will be stored to enable HPS to provide membership services. |
| *The legitimate interests of the controller or third party, where applicable* | (n/a) |
| *Any recipient or categories of recipients of the personal data* | Your information will not be shared with third parties. |
| *Details of transfers to third party and safeguards* | n/a |
| *Retention period or criteria used to determine the retention period* | Information about members and contractors will be retained for a maximum of six years (in line with HMRC tax law) after the last contact with us.  Information about email list subscribers will be deleted after two years of inaction/no contact. |
| *The existence of each of data subject’s rights:*   * *The right to be informed* * *The right of access* * *The right to rectification* * *The right to erasure* * *The right to restrict processing* * *The right to data portability* * *The right to object* * *Rights in relation to automated decision making and profiling.* | Your rights under the GDPR are not affected and you have the right to view your data, correct any error or ask for it to be erased. You can ask for a copy of your records at any time. |
| *The right to withdraw consent at any time, where relevant* | You can cancel your membership or out of the emailing list at any time. |
| *The existence of automated decision making, including profiling and information about how*  *decisions are made, the significance and the consequences.* | HPS does not use any automated decision-making or profiling technologies. |
| *Identity and contact details of the controller (and where applicable, the controller’s*  *representative) and the data protection officer* | Your information is managed by the membership secretary ( see website for details) |
| *The right to lodge a complaint with a supervisory authority* | If you wish to complain about the handling of your personal data can make a complaint to the information Commissioner’s office (www.ico.org.uk) |
| *Whether the provision of personal data part of a statutory or contractual requirement or*  *obligation and possible consequences of failing to provide the personal data* | If you choose not to provide personal information for us to process, HPS would be unable to provide membership services for you, or send you emails about upcoming events. |

*An abbreviated form is used on the membership form.*

# Privacy Information

“Your personal details will be stored and processed in accordance with the General Data Protection Regulations. Further information on this and your rights is available in a Privacy Notice on the Society website]. Your information will be used to provide you with membership services and will not be shared with third parties.